

**Minutes of the Criminal Justice Information Sharing Executive Committee Meeting**  
**Thursday, September 14, 2007, 1:15 pm CDT**  
**Bureau of Criminal Investigation – Administrative Conference Room**  
**Bismarck, North Dakota 58503**

**Call to Order:** The meeting was called to order by Jerry Kemmet

**Executive Committee Members present:** Charles Placek – DOCR, Sally Holewa – Supreme Court Department, Nancy Walz – Information Technology, Jerry Kemmet – BCI, Paul Hendrickson – Griggs County SO, Keith Witt – Bismarck PD, Dave Kleppe - Highway Patrol, Daryl Vance – Watford City PD, Julie Lawyer – Burleigh County SA

**Members absent:** Wade Enget - Mountrail County SA, Russ Timmreck – Department of Emergency Services, Pat Heinert – Burleigh County SO

**Others present:** Pam Schafer, Tammy Schatz, Gordon Christensen – CJIS, Cher Thomas – AG

## **Agenda**

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**Topic:** Approve August 2, 2007 Meeting Minutes

**Discussion:**

Motion to approve meeting minutes by Paul Hendrickson; Second by Chuck Placek. Unanimous approval.

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**Topic:** CJIS Architect Position

**Discussion:**

Gordon Christensen start date is September 17, 2007. Gordon attended the meeting and was introduced to the members.

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**Topic:** Administrative Rules

**Discussion:**

Jerry stated Edward Erickson did not have notes from prior meetings on administrative rules and that the administrative rules sub-committee would need to start over with Mary Kay Kelsch.

**Action:**

The sub-committee will meet again to work on the administrative rules with counsel to work on rules and address concerns.

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**Topic:** Memorandum of Understanding

**Discussion:**

Pam stated the memorandum of understanding was being reviewed by the CJIS Board and there were no new changes. The memorandum is awaiting decision on space by the CJIS Board. Paul asked if the CJIS Executive Committee should make a recommendation to the CJIS Board on space. Dave felt it was good that CJIS is located with Law Enforcement. Jerry stated it was ultimately a board decision and without the CJIS Executive Committee reviewing the space it would be difficult to make a recommendation.

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**Topic:** NLECTC - Rocky Mountain Region Update

**Discussion:**

Captain Dave Kleppe discussed information from the Rocky Mountain Region Update. NLECTC's role is to provide technical assistance. Dave will research information on a technology fair that NLECTC sponsors.

**Action:**

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**Topic:** Review CJIS Program Status

**Discussion:**

Monthly status of the CJIS Hub, LERMS, and STARS statistics was presented. Information is available at <http://www.nd.gov/cjis/Committees/Executive.htm>. Revenues are above special funds projections on LERMS and below on Justware (STARS). It was discussed how to further market the State's Attorney Case Management system. Julie thought it might be hinging on pricing and bad taste from the prior SAMS system.

The Courts are in the process of getting a new system and the disposition collection process should be addressed with the new system. Chuck thought the integration from Courts to BCI should occur and remove the State's Attorney.

Savin Grant: Pam will represent CJIS at the hearing and discuss CJIS through ITD will handle the technology portion of the grant and DOCR handle the functional or service portion of the grant. By reviewing the information issues will be brought out. Usually the first hearing does not bring out the issues, as it is more of a fact finding hearing.

**ACTION:**

On October 10 – 11 get input from the Sheriff's and Chief's Association on the SAVIN Grant. Jerry will communicate information about the SAVIN Grant to this association.

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**Topic:** CJIS Project Reviews

**Discussion:**

Local Law Enforcement Integration Project

Project has restarted now that the Protection Order Project was implemented. The project is in development stages with an unofficial completion date of November 2007

Protection Order Project

Project is completed.

BPD Integration Project

Awaiting vendor costs from BPD. This project hinges on the completion of the LERMS Integration Project.

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**Topic:** CJIS Strategic Plan

**Discussion**

The CJIS Strategic Plan was tabled as there are two new members and they need time to review.

**Action:**

Send information regarding Strategic Plan to Pam Schafer. Pam will compile information and it will be on next months agenda.

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**Topic:** Review CJIS Hub Users

**Discussion**

Five individuals approved and further information was requested on one individual.

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**Meeting was adjourned at 3:05 p.m.**